ACA ARCHIVES COMMITTEE TELECONFERENCE REPORT

August 14, 2021

Working to come up with a regular meeting time.

Chair: *Marcia J. Iowa USA* archives@adultchildren.org

Vice-Chair: *None*

Board Liaison: *Charlie H. Virginia* chair@adultchildren.org

- *Ana M. CT USA*
- *Ingrid D., NY USA*
- *Kathleen S., CA USA*
- *Sally P. CT USA*
- *Erin L., CA USA*
- *Kadri Liisa M., Estonia*
- *Laura L., CA USA*

Goal 1: Gather and process documents and recordings. **Objective 1:** Scan all documents in our possession. **Objective 2:** Sort and process all documents and recordings in our possession. **Objective 3:** Continue search for missing documents and recordings. **Goal 2: Gather and Process Oral Histories** **Objective 1:** Make a list of those we wish to interview. **Objective 2:** Conduct as many preliminary oral history interviews as possible.	**Goal 3: Make archival materials available to the fellowship.** **Objective 1:** Find a platform to use in the creation of the ACA Archival Library **Objective 2:** Decide on a method to catalog materials for the ACA Archival Library.

Marcia has been in contact with former Trustee Josie E and Dr. Charles Whitfield, who wrote the medical information about trauma for the BRB. She is currently looking for scanning services near Arlington TX in order to get Josie's materials scanned. She is also planning to call her on several occasions to take down her memories. She will try to connect us with Rochelle (Omer's partner) and Linda (first ComLine editor). Dr. Whitfield is alive and well. Marcia has given his number to Charlie H. who will interview him on the phone. Dr. Whitfield is leery of Zoom. *(Goal 2)*

The committee is still waiting for a response from the Board on our Scanning Proposal. *(Goal 1:1)*

Marcia created a comparison sheet for ***Proficio Elements*** and ***Preservica*** which is cloud-based storage. Although ***Proficio Elements*** is about $1,000/year more expensive than ***Preservica***, but they perform more services. There are Open-Source platforms that the committee plans to investigate. The comparison sheet is at the end of this document. *(Goal 3:1)*

Marcia attended an online workshop about Open-Source platforms and found it to be very informative. Pros and Cons of this type of product were given. Also found out that "free" doesn't necessarily mean "free." When more space or customization are needed it the costs begin. *(Goal 3:1)*

The following is a link to the presentation:
http://email.kjbm.rachaelcristine.com/c/eJwNjsGKwyAURb8mbgryfL5Es3AxNBQKXRRm100xahpnTDIY U-j[…]dUYvEsrHZzXXZ6xnrj1QqJZ_Dyrf8YsV8xxJO16FB2csq_QNkDUOU

Anyone having old copies of the ComLine is asked to contact Marcia to see about having copies made or sending them in to Signal Hill. (Goal 1)

APPENDIX A: COMPARISON OF PRESERVICA AND PROFICIO ELEMENTS

Platform	Preservica	Proficio Elements/Proficio for the Web
Open-Source		
Software	Cloud Storage	X
Amenities	Trusted digital preservation in the cloud aligned to NDSA & OAIS • Built-in public access portal • Set files and folders to Private or Public • Easy drag & drop file, folder, .zip, WARC, PST and MBOX emailupload • Transformation of files on upload to preservation and accessformats • Instant viewing of hundreds of formats inc. video, text, images,emails, websites & obsolete files • Easy organization of archive hierarchy • Metadata enrichment using standard templates • Full-text search • Reports and dashboards • Online community for help, support and "how to" tips • No lock-in – get content & metadata back at anytime • Trusted digital preservation in the cloud aligned to NDSA &OAIS • Easy branding of public access portal - including your logo, title,header image and description • Bulk metadata editing • Additional dashboard widgets • Support by email • Plus we are always adding more great features based on userfeedback	• Proficio was developed specifically to simplify daily collections management tasks, whether it is data entry, updating, searching, reporting, or researching. • Elements users will be able to document both the current status of the collection and its history, e.g., track past and future exhibitions, keep a record of locations and appraisals, and have all related records linked together for easily navigating in a seamless workflow. • Proficio also includes robust searching, sorting, and filtering capabilities. For example, staff will be able to search across the entire system to easily find object information, save the search results, and generate, print, and email a report to a colleague, researcher, or other interested party. • Proficio's Archives & Library Module will provide staff with the capability to hierarchically catalog the archival collections and create finding aids. The Archives & Library and Archives Module supports subject authorities and MARC import and export. • Unlimited technical support available Monday-Friday 9am to 7pm Eastern Time by phone or email. • Monthly live training webinars for introduction training and special topic of the month. • 24/7 access to a Vimeo Training Video Library. • 24'7 access to White Papers and other support resources from RSI's website. • A built-in searchable Help Manual. • Field Level
Users	3	3
Storage	250GB	100GB Data additions can be made in increments of 50 GB/$10per month
Cost (ACA)	$199.00/mo.	$209/month
Cost (Intergroups)	$0 for starter	$99/month (1 user)
Subscription Fee	$0	$0
Fellowship Access	No cost	**Proficio for the Web** $1000 for the setup and $50/month
Comments		A sale that extends to the end of the year would make the cost for one user $65.00/month
TOTALS/YR	$2400.00	$3,108 + $1,000 setup the first year.